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Approved For Release 2001/03/30 : CIA-RDP78-06363A000200090005-9

ISS

30 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 17
26 - 30 April 1971

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2. Frank had to interrupt his training session for a few hours on the 29th to attend a meeting concerning the installation of a new sound system in the Headquarters' auditorium. Frank was the technical expert and spokesman for the Logistics delegation in their meeting with Army Architectural and Engineering Staff sound experts. The Army was being consulted regarding the definition and awarding of the new sound system contract to a private firm. Frank will meet again during the week of 10 May with an Army sound expert from Fort Monmouth. This meeting should determine the best bid on the basis of the Army's standards for this type of contract. This procedure is to forestall or answer complaints of disappointed bidders who have already been grumbling.

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3. [REDACTED] will refilm the defensive driving procedures during the course on 5 and 6 May

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4. The Defense Intelligence Agency postponed the 4 May Project HELPFUL to a tentative 26 May. [REDACTED] explained that DIA did not want to court trouble during the "May Day" period by bussing CIA officers to DIS.

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5. The Agency delegation to the NIS ended up numbering six which is two under quota. The Executive Director was so informed via our prescribed channels.

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6. On Saturday, 24 April, [REDACTED] OC, attended an Institute sponsored by the National Society for Programmed Instruction. Dr. Peter J. Esseff, Advanced Programs Director, Educational Technology Center, Sterling Institute, presented "Media Applications in Education and Training."

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25X1A9a

7. [REDACTED] will meet with [REDACTED] OL, on Monday to explore OTR's role in training secretaries in the new cable form and procedures to be required when the Automatic Communication Terminal is installed. We hope to determine how best to conduct this training including an assessment of the role PAI might play.

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8. [REDACTED] Executive Director, NPIC, will attend the Residential Program in Executive Education at the Federal Executive Institute in Charlottesville. The eight-week program begins 3 May.

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9. [REDACTED], Chief, Ops Branch, OEL, will attend the Brookings Institution's "Issues in National Science Policy Roundtable," in Williamsburg, Virginia, 5 - 7 May.

10. Administrative briefings were given this week to:

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a. [REDACTED] OCS, for her attendance at the Kings Point Seminar, "Effects of Technological Development."

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[REDACTED] is married to an OBGI employee, [REDACTED] who has, according to [REDACTED], been nominated for the same seminar several times! To preserve marital harmony, [REDACTED] explained to her husband that she was selected, first because she is a woman, and secondly because she is an Oriental. It's the Year of the Woman!

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b. [REDACTED] in connection with Agency sponsorship for full-time academic training at George Mason College in Business Administration. Cost for the 15 months training is estimated at \$1,500.

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c. [REDACTED] AF, who will take after hours French language training at Berlitz in Falls Church, Va. The anticipated cost for 180 forty-five minute units is \$1,085. Thus, the average price per unit is \$6.00. [REDACTED] has no cover at present; CCS will [REDACTED] before his departure for [REDACTED] in the fall. This is one of the cases which prompted [REDACTED] Chief, CCS, to write the following to DDP/TRO on a Form 136: "Here is another one with a not very plausible cover story. On the other hand, it is not worse than some of the others that have been approved. May I again ask that you, Chief, OPSER, and I have an early meeting to come to some policy conclusions and get out of the ad hoc business."

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25X1C4a

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11. AIR is enrolling [REDACTED] GS-14, Acting Chief of OCS' Training Section, in USDA's Management Program for Executives in Scientific and Engineering Organizations. Phase I is a two-day session (20 - 21 May) held in the local area; Phase II is a ten-day session held at Virginia Beach, Virginia in early September. Cost for the course is \$450.

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12. As a prelude to his new assignment, [REDACTED] GS-17, will attend the 3 May running of DODCI's Senior Executive Course. He will be taking charge of a new staff being organized in the CS which will consist of RID, SG, and RMS. [REDACTED] is still under [REDACTED] cover, and at CCS's request, we have asked DODCI to so list him on all rosters even though he is filling a CIA quota.

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[REDACTED] is enrolled in the Introduction to Computer Technology Course at DODCI, which began 26 April. [REDACTED] has a candidate each for the 10 May & 7 June runnings.

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13. Messrs. [REDACTED] from OSR will be attending the ASW Operations Course, starting 3 May at the U.S. Navy Atlantic Fleet ASW Tactical School, Norfolk, Virginia.

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14. Requests from [REDACTED] OER, and OCI have been received for the two spaces allocated to the Agency for the Defense Petroleum Indoctrination Course in Houston, Texas starting 24 May 1971.

15. The Office of Training Schedule of Courses for July - December 1971 now has a tentative publication date for the week of 17 May.

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[REDACTED]

useful in helping select candidates for OL's management development program. Later [REDACTED] called requesting information on vocational testing which we will provide.

17. AIR received a request for information on the Schiller College in Heidelberg, Germany. It was established by approximately 80 American Colleges with the purpose of sending American students there for the "Junior Year Abroad."

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18. On 26 April, Chief, AIR represented OTR at a meeting in Chief, OPSERV's office. Present were: [REDACTED] Chief, CCS; and [REDACTED] Acting Chief, LS. The meeting was called at [REDACTED] request, and it dealt with the problem of external language training and the increasing number of "ad hoc" cases we have been involved in lately. After [REDACTED] summarized the problem for [REDACTED] presented a short summary of cover problems vis-a-vis external language training, particularly at commercial schools. We and the Central Cover Staff have spent untold hours in unsnarling some of these rush, poorly planned language cases, which usually involve an employee who is processing for overseas and either has been in a regular class in LS/TR and withdrawn by his division for operational training, or an employee who cannot be spared during working hours. As [REDACTED] said, "Divisions simply want an instant package and still don't realize that this is impossible. Cover and language training seem to have a low priority." [REDACTED] agreed that a strong policy statement, over Mr. Karamessines' signature, was certainly justified, and Mr. [REDACTED] was asked to draft such a memo. All present agreed that we are ready to do everything possible to handle those special cases which crop up from time to time because of unforeseen emergencies.

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[REDACTED]

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Chief
Instructional Support Staff

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